

January 10, 2007

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Risk Management Analyst (P2/P3), Job #07-01. Position will remain open until filled.

RISK MANAGEMENT ANALYST (P2/P3) ABAG PLAN CORPORATION

Under supervision of the Risk Manager, the Risk Management Analyst will provide technical and administrative support in all areas of the PLAN's operations, including maintaining records, analyzing the PLAN's losses, loss exposures, and risk management programs, and performing additional duties as required.

DUTIES INCLUDE:

- Providing technical and administrative assistance to members and staff on a variety of risk management program activities.
- Preparing reports, conducting research, analyzing alternatives and making recommendations related to programs, policies, and other projects as assigned.
- Planning and coordinating training programs, including maintaining a training calendar of topics, working with ABAG Training Center and other risk pools to conduct joint training activities.
- Encouraging and managing member use of risk management services and programs, including contract administration, communications, and web site resources
- Maintaining records of loss and exposure data and other risk management activities.

QUALIFICATIONS:

- Ability to identify problems, analyze situations and data, and recommend appropriate solutions or alternatives.
- Excellent communicator; both written and oral.
- Excellent customer service skills; ability to establish effective working relationships with business contacts.
- Must be organized be able to manage multiple tasks effectively with a minimum level of supervision.
- Proficiency with MS Office, with advanced skills in Excel, and ability to use HTML editor software. Experience with claims or risk management information systems desired.

EDUCATION AND EXPERIENCE

A Bachelor's degree or equivalent with major course work in business, public administration or related field. Minimum of three years relevant business experience, with prior risk management experience a plus. ARM or similar designation desirable. Responsible related experience may be substituted for required education on a year-for-year basis for a maximum of two years.

ADDITIONAL INFORMATION

Requires a valid California driver's license with a clean driving record.

COMPENSATION AND BENEFITS

Salary: Range is \$4,588 - \$6,651 per month, starting salary DOE.

Pension: Employer Paid PERS 2.5% @ 55

Deferred Compensation: STARS 457 (Employee Funded)

Health and Dental: Dental Insurance and choice of three HMO and two PPO Plans

Life Insurance: Employer Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 07-01
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R.07-01, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.